

REQUIREMENTS FOR
SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

EXCEPT FOR INDIVIDUALS WHO HOLD A VALID ARIZONA PRINCIPAL OR SUPERINTENDENT CERTIFICATE, THE SUPERVISOR CERTIFICATE IS REQUIRED FOR ALL PERSONNEL, WHOSE PRIMARY RESPONSIBILITY IS ADMINISTERING INSTRUCTIONAL PROGRAMS, SUPERVISING CERTIFIED PERSONNEL, OR SIMILAR ADMINISTRATIVE DUTIES.

➤ **SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE**

The certificate is valid for 6 years and may be renewed.

Requirements for the Supervisor Certificate are:

1. Completed [Application for Certification](#)
2. Appropriate fee (See Application for Certification)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. A valid Arizona Early Childhood, Elementary, Secondary, Special Education, Career and Technical Education certificate or other professional certificate issued by the Arizona Department of Education.
5. A Master's or more advanced degree from an accredited institution. Official transcript(s) required.
6. Three (3) years of verified full-time teaching experience or related education services experience in a Prekindergarten-12 setting. Submit a [Verification of Teaching Experience](#) form OR submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
7. Completion of a program in educational administration which shall consist of a minimum of 18 graduate semester hours of educational administration courses which teach the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance.
8. A practicum in educational administration or two years of verified educational administrative experience in grades Prekindergarten-12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify administrative experience.
9. A passing score on the supervisor, principal **or** superintendent administrator portion of the Arizona Educator Proficiency Assessment (AEPA).
10. Structured English Immersion (SEI) Endorsement *
The SEI endorsement requires **ONE** of the following (option A, B, or C):
 - A. Official transcript documenting a three (3) semester hours State Board approved SEI course or comparable SEI training from another state.
-OR-
 - B. Certificate of training documenting completion of forty-five (45) clock hours of State Board approved SEI training or comparable SEI training from another state.
-OR-
 - C. Teachers and administrators who hold a **Full** English as a Second Language (ESL) or **Full** Bilingual Education endorsement are exempt from the SEI requirement. Note: The Provisional ESL and Provisional Bilingual endorsements will **NOT** meet the SEI endorsement requirement.

*** Note:** The requirements for a SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other certification requirements.

Requirements # 9 and # 10 are required within one year or three years.*

11. Arizona Constitution (a college course or the appropriate examination).
12. U.S. Constitution (a college course or the appropriate examination).
*** NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years to fulfill the requirement.